



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 522

Performance of Temporary Duty Travel in the U.S. and Abroad

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Functional Series 500 – Management Services**ADS 522 – Performance of Temporary Duty Travel in the U.S. and Abroad**POC for ADS 522: Kenneth Hawkins, (202) 712-5713, kehawkins@usaid.gov**Table of Contents**

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ADS 522 – Performance of Temporary Duty Travel in the U.S. and Abroad

522.1 OVERVIEW

Effective Date: 05/22/2012

This chapter provides the Agency policy directives and required procedures governing domestic and international temporary duty (TDY) travel for all USAID direct-hires, Personal Services Contractors (PSCs), consultants and personnel from other Government agencies on detail to USAID. Temporary Duty (TDY) travel is any official travel at least 50 miles from both an employee's home and duty station for a period exceeding 12 hours.

522.2 PRIMARY RESPONSIBILITIES

Effective Date: 05/22/2012

The primary roles and responsibilities for the policy directives and required procedures within this chapter are as follows:

a. The Chief, Bureau for Management, Office of Management Services, Travel and Transportation Division (M/MS/TTD)

- (1) Develops, promulgates, and administers policy directives and required procedures and coordinates travel and transportation activities for the Agency;
- (2) Reviews Travel Authorizations (TAs) for TDY travel to ensure conformity to the laws, governing regulations, and Agency policy directives; and
- (3) Authorizes TDY travel.

b. The Director, Bureau for Management, Office of Management Services (M/MS/OD) approves Agency policy directives and required procedures developed by M/MS/TTD for all travel and transportation.

c. Executive Officers (EXOs) administer travel and transportation programs in field missions.

d. The Chief, Bureau for Management, Office of the Chief Financial Officer, Financial Policy and Support Division (M/CFO/FPS) develops and publishes policy directives and required procedures to administer the financial aspects of USAID temporary duty (TDY) travel and transportation. These policy directives and required procedures are coordinated with the Bureau for Management, Office of Administrative Services, Travel and Transportation Division.

e. The Chief, Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP) processes approved USAID/Washington (USAIDW) requests for Travel Advances and payment of TDY

vouchers.

- f. **Designated Agency Ethics Officer (DAEO)** interprets the Federal Travel Regulation (FTR) and provides guidance on the various exceptions for the Agency.
- g. **The Department of State, Office of Passport Services** determines the type and conditions under which diplomatic and official passports are issued.
- h. **Approving Officials** (1) ensure that all required notifications/clearances are obtained from the appropriate field mission and Department of State (Embassy) prior to TDY travel and (2) determine that authorized travel meets an essential need, is limited to as few individuals as possible, and is carefully planned.
- i. **The Bureau/Independent Office (B/IO) Authorizing Official** ensures that funds for TDY travel are available.
- j. **USAID employees and people traveling on behalf of USAID** execute official government business travel, including (1) exercising the same care and regard for incurring expenses as a prudent person traveling at his or her own personal expense; (2) obtaining receipts whenever possible for all allowable expenses costing \$75 or more and all lodging costs when being reimbursed under the lodgings plus per diem method; and (3) filing a travel voucher upon completion of travel.
- k. **The Travel Management Center (TMC)** makes reservations for employees in USAID/Washington and issues airline tickets.
- l. **The Visa and Passport Company** processes passport and visa applications for employees in USAID/Washington and Overseas.

522.3 **POLICY DIRECTIVES AND REQUIRED PROCEDURES**

Effective date: 05/22/2012

Official domestic and international temporary duty (TDY) travel is authorized when the travel is essential to the needs of the Agency and these needs can not be satisfied by a more economical means. Teleconferencing and video conferencing should be used in lieu of travel whenever feasible. TDY travel by General Schedule (GS) and Foreign Service (FS) personnel is governed by the Federal Travel Regulations (FTR), the Foreign Affairs Manual (FAM), and the policy directives and required procedures outlined in this ADS chapter. To the extent that the FAM is inconsistent with this ADS chapter, the ADS chapter supersedes the FAM for USAID employees.

522.3.1 **Travel Authorizations for Temporary Duty Travel**

Effective Date: 05/22/2012

A travel authorization is required to approve official travel and other transportation related expenses prior to commencement of TDY. This includes U.S., international, regional, and in-country travel.

E2 Travel Solutions is the Agency's corporate travel management system. E2 must be used to prepare travel authorizations and travel vouchers for all TDY travel with the exception of those who do not have internet access. The E2 application offers four ways to arrange a travel authorization for TDY travel:

- 1. Individual TDY** applies to one person traveling to a different location on a single trip.
- 2. Group Authorization** applies to a group of travelers from the same issuing office traveling to the same location on a single trip, such as to attend a conference.
- 3. Open Authorization (OA)** is a "blanket order" for one individual. OAs are useful for travelers who have frequent TDYs and can be limited by destination, time-frame, individual trip cost, and/or cost limit. Once the OA is approved, travelers require no further approval for a trip arranged under that OA.
- 4. Invitational Travel** is travel authorized for non-Government employees at the U.S. Government expense. This type of travel is authorized for both U.S. and foreign citizens not employed by the U.S. Government, not receiving any type of compensation from the U.S. Government, and only when the functions are essential to the interest of the Agency.

522.3.1.1 Preparation and Approval of TDY Travel Authorizations

Effective Date: 08/23/2012

As soon as the appropriate Approving Official determines the necessity for TDY travel in either the U.S. or abroad, the initiating office must take the following steps:

- a.** Obtain verbal Bureau/Independent Office/Mission Approval (if appropriate);
- b.** Request Mission clearance for overseas travel via the electronic country clearance (eCC) mechanism at <https://ecc.state.gov>;
- c.** Upon receipt of country clearance, prepare an electronic E2 TA. The traveler assumes responsibility for ensuring that country clearance is obtained prior to the initiation of travel.
- d.** The TA must specify the purpose of the travel, the authorized points of departure and destination, dates of travel, indicate which centrally billed account should be used for the purchase of the ticket. The authorizing office estimates the E2 TA costs and enters the funding information on the E2 TA. The eCC Approved or Pending Request Summary must be attached to the TA with "eCC attached" or an applicable statement noted in the remarks section of the TA.

e. The designated approving official must approve the TA in E2. The approving official for coach class travel would usually be the traveler's supervisor, but may be another management official designated by the Mission/Bureau or Independent Office. The approval requirements for premium class travel are outlined in **522.3.11.5**. In limited circumstances, it may not be feasible for the approving official to approve the TA in E2. In those instances, the approving official must sign a **Request for Travel Authorization** form. The travel arranger must scan and upload the form into E2.

f. Employees in the U.S. traveling abroad should contact the USAID passport/visa contractor for instructions on submitting passport applications and obtaining visas (See **522.3.4.1** and **522.3.5** for information on passports and visas). Employees should contact the Agency-contracted Travel Management Center (TMC) to schedule airline reservations.

Room C1-7
RRB, 1300 Pennsylvania Avenue, NW
Washington, DC 20523
Telephone: 1-866-343-5009
Facsimile: (202) 408-0412

g. Upon receipt of the routed E2 TA, M/MS/TTD will review the TA for content and compliance with the governing regulations and authorize the E2 TA. Except in an emergency, perspective travelers must give M/MS/TTD 24 hours to process the TA.

h. When the obligated authorization has been accepted through the E2i interface, the traveler/arranger must e-mail, within E2, a copy of the authorized TA to the TMC for ticket issuance.

Mission-specific internal procedures can be found in individual mission orders. The Mission Director, their deputy, or their designee must approve official travel from and within country, as outlined in **14 FAM 523.2**.

522.3.1.2 International Cooperative Administrative Support Services (ICASS) and Non-ICASS Direct Charges

Effective Date: 08/23/2012

Travelers visiting Missions overseas may be subject to Embassy support costs incurred while at post per **6 FAH-5 H-360 Official Visits and TDY**. Two distinct categories of charges may occur: Direct costs (non-ICASS) and indirect costs (ICASS). Exceptions are outlined in **6 FAH-5 H-363.2**. OIG employees are not exempt and any charges incurred by those travelers must be funded with OIG appropriated funds. Examples of direct and indirect costs are as follows:

- Direct Costs: include costs such as overtime incurred in support of an individual TDYer or group, fuel/tolls/parking, vehicle rental, cell phone rental, in-country

travel expense, airline fees, airport transportation, cost of goods procured, and contract expeditor services.

- Indirect Costs: incorporate ICASS costs such as health services and may also include procurement, motor pool and vouchering services, including cashiering.

All Embassy posts must maintain current TDY policies on the [Department of State eCountry Clearance \(eCC\)](#) website, and a more detailed policy and explanation of services should be readily available on the individual post websites. Posts may only charge for direct charges that are requested, identifiable and specific to the traveler. The ICASS TDY Module is optional for posts. It allows posts to recover indirect costs where the number of TDY visitors significantly impact the ICASS support platform. If the post policy includes the use of the TDY Module, it must be noted on the eCC immediately following the information on the post's direct charge policy. Cumulative charges calculated for ICASS costs must reach \$500 in order for the traveler to be billed. Separate invoices are prepared for TDY's that cross fiscal years.

Each visitor or group of visitors for a single event, regardless of length of stay, must estimate the support costs and include them in their travel authorization or other valid obligating document. The post TDY policy will provide general guidelines for estimating the costs. Travelers must bring to post, or provide in advance, the fiscal data to be used for costs associated with their visit. The charges for ICASS indirect costs are posted on a semi-annual basis. Should travelers visit locations where USAID is not an ICASS subscriber and ICASS support is required during the visit, the traveler must be prepared to sign a Memorandum of Understanding and subscription of services agreement.

522.3.1.3 Travel Prior to the Issuance of a Travel Authorization

Effective Date: 05/22/2012

Travelers are expected to have an approved and fully executed travel authorization prior to the initiation of temporary duty travel. In the event that travel has occurred prior to the issuance of an E2 TA, upon the traveler's return, the traveler or travel arranger must attach proof from the authorizing officer that he/she authorized the TDY travel. The traveler or travel arranger must prepare an E2 TA to include the following statement:

“Administrative approval is granted for payment of allowable expenses incurred prior to the issuance of this authorization.”

After the funds are obligated through the E2i interface in Phoenix, an authorized copy of the E2 TA is distributed to the following:

1. The funded traveler (the original and one copy)
(The TA is e-mailed through E2 to the TMC by the traveler or travel arranger.); and
2. The Approving Office and/or Bureau/Independent Office.

Mission-specific internal procedures will provide guidance on E2 TA distribution.

522.3.1.4 Amending a E2 Travel Authorization

Effective Date: 05/22/2012

Amended E2 TAs are required when the number of travel days has increased-or decreased, the travel commences more than seven days before or after the date indicated on the authorization or when travel occurs in other locations that were not originally authorized; therefore, exhausting the original E2 TA funding.

The amendment must be approved, cleared, and authorized in the same manner as the original E2 TA to include the obligation or de-obligation of funds, as appropriate. If the initiating office obtains authorization of the amendment after the traveler has departed, it must immediately notify the B/IO or Mission where the traveler is temporarily located to enable the traveler to make any necessary alternate arrangements. The amended E2 TA must contain:

- a. The original E2 travel authorization number,
- b. The authorization date,
- c. The fund citation,
- d. The amount reserved for per diem and travel costs,
- e. The cost of carrier transportation, and
- f. Justification (the traveler must provide a valid reason for the modification).

E2 TAs must only be amended by the originating office. E2 TAs or amendments prepared by overseas Missions and charged to USAID/W funds must cite complete USAID/W accounting data in the allocation block of the E2 TA.

The amended E2 TA must refer to the original E2 TA number and date. It should also include the amendment number, e.g., amendment #1, amendment #2, etc. The remarks of the amended E2 TA must begin as follows:

“E2 TA number (authorization number) dated (month, day, and year) is hereby amended to authorize...”

If the authorized travel was not executed, the traveler/arranger must cancel the original E2 TA and ensure the de-obligation of funds are manually performed in the accounting system (Phoenix). The traveler must cancel the airline reservations with the TMC. If the TMC has issued tickets or obtained passports and/or visas for the travel that would have taken place, the fees for these services are to remain on the cancelled E2 TA. Reference should also be made in the remarks for the payment of those fees in the

cancelled E2 TA. The TA must read:

"E2 TA is hereby amended to cancel the TDY and only authorize payment of any service fees incurred prior to travel."

When a different FY funding source is being used for a portion of the travel the E2 TA must read as follows:

"This E2 TA is written in conjunction with (authorization number) dated (month, day, and year)..."

When an E2 TA is written "in conjunction with" another E2 TA after the travel has commenced, the following statement must be included in the E2 TA:

"Administrative approval is hereby granted for payment of allowable expenses incurred prior to the issuance of this authorization."

522.3.2 After Hours, Weekend and Emergency Travel

Effective Date: 08/23/2012

The normal business hours of the Travel Management Center are 8:00 a.m. to 6:00 p.m. Monday through Friday, with walk-in hours from 11:00 a.m. to 1:00 p.m. In situations where the TA has not been processed and the traveler requires a ticket on the weekend, a holiday, or after normal business hours, the traveler's immediate supervisor or authorizing official must provide in an e-mail addressed to TTD to authorize the travel. The email must include the traveler's name, purpose of travel, location site(s), and total cost of the trip; indicate which centrally billed account should be used for the purpose of the ticket and supporting documentation of funding source. The Travel Office will then send the TMC an e-mail request to issue the tickets.

In the event of emergencies, such as disasters, civil unrest, or other calamity in domestic or overseas locations, the TMC will be operational 24 hours a day, 7 days a week to assist with travel requirements. This includes situations that require the immediate deployment of employees in the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA), the Office of Afghanistan and Pakistan Affairs, and other offices that respond to catastrophic occurrences.

To the maximum extent practicable, the time spent by an employee in official travel status should be scheduled within the employee's regularly scheduled workweek (See [5 U.S.C. 6101\(b\)\(2\)](#)).

522.3.3 Invitational Travel

Effective Date: 05/22/2012

Invitational travel is travel that the requesting office approves for non-Government employees at USG expense. This type of travel may be approved for both U.S. and foreign citizens who are not employed by the USG, not receiving any type of

compensation from the USG for such travel, and only when the functions are essential to the interests of the Agency. Individuals traveling under invitational travel authorizations can be reimbursed for authorized travel expenses consistent with the governing regulations. (See [14 FAM 533.8, 533.9](#) and [5 U.S.C. 5703](#).)

a. Applicability

More specifically, the following individuals, under the noted circumstances, are eligible for Invitational travel:

1. **Individuals** traveling to USAID/W, a Mission, or other locations to serve as lecturers, attendants, or participants at a conference or meeting, or to furnish information concerning their specialized fields or activities.
2. **Candidates** traveling for pre-employment interviews when sufficient information to ascertain an individual's qualifications or adaptability for employment in a particular area can not be obtained from the job application, reference checks, or by telephone conversations with the individual, and provided that there is a reasonable expectation of employing the candidate.
3. **Witnesses** in adverse action hearings involving Agency employees.

b. Approval

Invitational travel always requires authorizing officials' approval. Only the Director or Acting Director of the Office of Human Resources (OHR) may approve invitational travel for pre-employment interviews. The Travel Arranger ensures that the traveler's profile is updated to reflect whether or not the traveler is an invitational traveler. When the E2 Traveler profile has been updated, the information will show on the printed copy of the E2 TA. Invitational travelers are authorized to use contract city pair fares as outlined in section **522.3.6**.

c. Restriction for Participant Training Travel

Travel for participant training must only be approved in accordance with the policies and procedures stated in [ADS 253, Participant Training for Capacity Development](#).

d. Non-Training Travel to the U.S. of Host Country Nationals

Invitational travel authorizations issued to host country nationals traveling to the U.S. for purposes other than participant training are subject to the requirements outlined in [ADS 252, Visa Compliance for Exchange Visitors](#).

e. Security Clearance

Invitational travel does not require a security clearance when the individual is not

authorized access to classified information or administratively controlled material. However, the office authorizing the travel may request that the Office of Security validate the individual's suitability for the invitational travel. If the traveler does not have access to classified information, the E2 travel authorization must contain the statement: **"Security clearance not provided."**

f. Notification Requirements

1. The requesting office must notify Missions of all invitational travel to or from their respective countries for country clearance purposes.
2. The requesting Mission must notify the appropriate B/IO of all invitational travel to or from the United States.
3. The requesting office must notify the appropriate B/IO of invitational travel relating to technical activities, e.g., agriculture.

522.3.4 Passports

Effective Date: 05/22/2012

All U.S. citizens traveling internationally on USAID official business must carry in their possession a valid U.S. diplomatic or official passport with necessary visas for each trip. This applies to the following:

- USAID direct-hire (USDH) employees;
- U.S. Personal Services Contractors (USPSCs);
- Consultants, experts, invitational travelers; and
- Personnel of other Government agencies who are on detail to USAID.

Official and diplomatic passports are valid for five years unless otherwise limited. For example, U.S. Personal Service Contractors (USPSCs) may be issued "limited" diplomatic passports where validity is based upon the duration of their contract, usually two years or less.

522.3.4.1 U.S. Passports

Effective Date: 05/22/2012

All direct-hires and U.S. Personal Services Contractors (USPSCs) assigned to missions are required to apply for a diplomatic passport. Personal services contractors assigned to Washington who perform temporary duty travel abroad may also apply for a diplomatic passport. Personal services contractors hired abroad usually may not be issued diplomatic, official or regular no-fee passports. The Department of State, Special Issuance Office will determine whether conditions exist that warrant the issuance of a no-fee passport.

U.S. Embassies or Consulates abroad may issue "no-fee" regular passports to

applicants of official or diplomatic passports who must travel on short notice and have insufficient time to wait for the normal official passport application process.

522.3.4.2 Passport Procedures for USAID/W

Effective Date: 09/27/2012

M/MS/TTD oversees the passport/visa processing in the Agency. This function is carried out by the USAID passport/visa contractor:

Room C1-7,
RRB, 1300 Pennsylvania Avenue, NW
Washington, D.C. 20523
Telephone: (202) 842-8617/8618
Facsimile: (202) 842-8619

USAID employees must contact the VPS office for instructions on submitting passport applications. Employees outside the Washington, D.C. area should refer to [7 FAM 1312.3](#). A [DS-11, Application for U.S. Passport or Registration](#) form, or [DS-82, Application for a U.S. Passport by Mail](#) form, must accompany all requests for new passports.

A complete diplomatic passport request must include the following:

a. Direct-hire employees:

- A completed passport application (DS-11 or DS-82),
- Two identical passport photos,
- Proof of citizenship:
 - Valid/expired U.S. passport or
 - Birth certificate (or certified photocopy), and
- [AID Form 5-255, Diplomatic or Official Passport Request](#). (Must be signed by M/MS/TTD.)

b. USPSCs assigned overseas and in Washington:

The same direct-hire employee requirements apply, with the addition of the following:

- A signed copy of the first page of your contract,
- A copy of the Jacobs/Secretary Kennedy memo dated January 13, 2012 (Contact Larry Twyman at ltwyman@usaid.gov for a copy of this memo.), and
- A signed [DS-5524, U.S. Government Personnel Services Contractors](#)

Only - Questionnaire to Determine Eligibility for a Diplomatic/Official U.S. Passport form (This form must be signed by the contracting officer and M/MS/TTD).

522.3.4.3 Passport Procedures for Missions

Effective Date: 05/22/2012

USAID employees at overseas Missions must apply for passports at the nearest U.S. Consulate or Embassy.

a. Passport Expiration Record

In order to prevent delays and confusion in scheduling official travel, the Mission Executive Officer (EXO) must maintain a record of passport expiration dates for Mission personnel. Approximately three months in advance of passport expiration dates, the EXO informs employees and/or dependents that they must apply for and obtain new passports.

b. Request for New Passports

When applying for new passports, employees need the documents referenced in section **522.3.4.2**. The Mission EXO or designee must sign the [AID Form 5-255](#). When the application package is complete, the Agency's courier sends it to the U.S. Embassy or Consulate for execution. When passport applications are executed overseas, the passport agent or official submits copies of the passports to the Department of State, allowing employees to hold on to the original passports.

522.3.4.4 Second Diplomatic Passport Requests

Effective Date: 05/22/2012

Employees requesting second diplomatic passports must submit a new passport application. The application must meet the following criteria:

- The employee must have regional responsibilities,
- The employee must need multiple visas, and
- There is insufficient time to process all visas due to time constraints.

522.3.4.5 Amendments, Extensions, and Changes to Passports

Effective Date: 05/22/2012

Amendments and extensions are entered into passports by the Special Issuance Agency in the U.S. or the U.S. Embassy/Consulate overseas. To make amendments to a current passport (for example, name change) or to indicate special conditions (for example, limited period of availability) or additions, use the [DS-19, U.S. Passport Amendment/Validation Application](#) form.

522.3.4.6 Lost or Stolen Passports

Effective Date: 05/22/2012

If a valid passport is lost or stolen, you must immediately report it to M/MS/TTD. In USAID/W, when requesting a new passport, you must submit the [DS-11, Application for U.S. Passport or Registration](#), and [DS-64, Statement Regarding Lost or Stolen Passport](#) forms in person to the current USAID passport/visa contractor. In Missions, you must submit the [DS-11, Application for U.S. Passport or Registration](#), and [DS-64, Statement Regarding Lost or Stolen Passport](#) forms in person to the nearest U.S. Consulate or Embassy.

522.3.4.7 Surrender of U.S. Passports

Effective Date: 05/22/2012

All passports issued to employees assigned to USAID/W must be returned to M/MS/TTD upon separation from the Agency. If requested, canceled passports can be returned to the employee when the employee provides a complete mailing address (no post office box) and telephone number to M/MS/TTD. M/MS/TTD will forward the passport to The Special Issuance Agency (SIA) for cancellation. M/MS/TTD will pick up the canceled passports from SIA and mail it to the employee. If a USAID employee separates abroad, the employee and employee's family members must surrender their official or diplomatic passports to the Mission. Personnel must travel back to the U.S. using their regular passports (See [7 FAM 1350](#)).

522.3.4.8 U.S. Citizen Employees Hired by the U.S. Government While Abroad

Effective Date: 05/22/2012

- a. U.S. Government employees locally hired abroad usually may not be issued diplomatic, official or regular no-fee passports. The Department of State, Special Issuance Office will determine whether conditions exist that warrant the issuance of a no-fee passport.
- b. Missions must emphasize to official travelers the importance of having all required visas. The employee must obtain visas prior to entering any country requiring visas.

522.3.4.9 Signatures in Passports

Effective Date: 05/22/2012

The person being issued the passport must sign the passport and passport application.

522.3.4.10 Passport Fees

Effective Date: 05/22/2012

The current passport fees are provided in [USAID General Notice dated 3/29/2010](#).

522.3.5 Visas

Effective Date: 05/22/2012

Generally, diplomatic and official passports require a visa for official travel. Travelers must coordinate with the USAID passport and visa contractor as soon as possible after notification of impending travel to ensure the acquisition of visas in a timely manner.

Travelers cannot obtain visas without a valid passport and a processed TA.

Travelers must submit a signed passport, visa request form, Embassy visa forms, and visa photos to the USAID passport and visa contractor for processing. (See **522.3.4.2**)

Travel to some countries requires that a passport be valid six months beyond the dates of travel. Should this be an issue with your passport, apply for a passport renewal as soon as possible. When submitting the passport renewal application, contact the passport and visa contractor to determine how much time is needed to process the required visa(s) and to determine if it needs to be expedited.

Direct-hire employees and USPSCs must ensure that the transaction fees are distinctly annotated on the E2 TA.

Personnel at overseas locations must apply for visas through the nearest U.S. Embassy or Consulate. Questions and comments can be e-mailed directly to the Agency's contracted visa and Passport Company or M/MS/TTD.

"Foreign Entry Requirements" when traveling with regular passports can be found at the following Web site: http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html. Contact the Agency's contracted visa and passport company for entry requirements when traveling with diplomatic passports.

522.3.6 Mandatory Use of Contract Carrier City-Pair Fares

Effective Date: 08/23/2012

For TDY travel, all employees must use the Government's [contract carrier city-pair fare](#) for scheduled air passenger transportation service if such fare is available, unless limited exceptions apply (see below for limited exceptions). These are discount fares between certain cities negotiated with specific airlines and contracted for by the General Services Administration. Schedules and related information are available at www.fedtravel.com.

The exceptions to the use of a contract carrier are as follows:

- Space on a scheduled contract flight is not available in time to accomplish the purpose of the travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.

- The contractor's flight schedule does not allow for scheduling travel during the employee's regularly scheduled workweek.
- A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the U.S. Government, to include the combined costs of transportation, lodging, meals, and related expenses. This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to U.S. Government and military travelers on official business and may only be purchased with a Form SF-1169, U.S. Government Transportation Request (GTR), contractor-issued charge card, or centrally billed account. If the Government contract city-pair carrier offers a lower cost capacity-controlled coach class contract fare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler must use the lower cost capacity-controlled fare when it is available and meets mission needs.

When selecting a non-contract carrier that offers a restricted fare, the total trip cost must be at least \$100 cheaper than if the City Pair Contract air carrier fare is used. A determination must be made prior to travel that costs associated with the restricted fare (e.g., penalties, change fees and increased airfare) will not be incurred. When booking a restricted fare, the fare can only be held for 24 hours or less as the airlines will cancel the reservation and a fare increase will likely be involved. A TA must be provided within the 24 hours. Fly America will take precedence in the use of restricted fares. The following statement must be included on the TA when a non-contract restricted fare is used:

“A non-contract restricted fare is authorized under the “lower total trip cost” exception of the FTR 301.10-107(c) and the restricted fare results in a total trip cost that is at least \$100 cheaper than if the City Pair/Contract air carrier fare is used. The cost for the restricted fare is _____. The cost for the lowest available contract fare is _____.”

- A group of 10 or more passengers needs to travel together on the same day, on the same flight, for the same mission, requiring group integrity and is identified as a group by the travel management service upon booking.
- Rail service is available, and such service is cost effective and consistent with mission requirements.

See [FTR § 301-10.107](#) and [14 FAM 543\(a\)](#). Exceptions for the use of non-contract carriers must be approved on [AID Form 522-4, Use of Non-Contract Air Carriers](#).

522.3.7 **Mandatory Use of Direct Routes and Deviations for Personal Convenience**

Effective Date: 05/22/2012

All official TDY travel must be by a direct route (also known as a usually traveled route). See [FTR 301-10.7](#) and [14 FAM 585.1](#). Contract carrier city-pair fares provide direct routes.

When, for personal convenience, a traveler interrupts travel on a direct route or travels by an indirect route, the traveler must bear any additional costs incurred as a result. See [FTR 301-10.8](#), [14 FAM 585.2-1](#), and [14 FAM 585.2-2](#). The traveler may only receive reimbursement for the amount that direct, uninterrupted travel would have cost.

522.3.8 **Annual Leave Before or After TDY Travel**

Effective Date: 05/22/2012

All requests for extended leave must be stated on the E2 TA prior to travel. The E2 TA must read as follows: **“Traveler is authorized (provide number of days) of annual leave (before/after) TDY travel. Traveler cannot receive per diem for days on annual leave.”** If traveler takes annual leave prior to TDY travel and defaults performing his/her TDY, the traveler is responsible for reimbursing the Agency all travel costs.

522.3.9 **Rest Stops**

Effective Date: 05/22/2012

Official TDY travel may be interrupted for a rest period of up to 24 hours if all of the criteria below are met:

1. The origin or destination point of travel is outside of the continental United States (OCONUS);
2. The scheduled flight time, including stopovers, exceeds 14 hours;
3. Travel is by a direct or usually traveled route; and
4. Travel is by coach-class service. (See [FTR 301-11.20\(a\)](#) and [14 FAM 584.4](#))

The rest stop can be taken at any intermediate point in the travel, but should be midway in the journey or as near midway as the schedule permits.

The applicable per diem is the rate at the location of the rest stop, regardless of where the traveler actually stays (See [FTR 301-11.20\(a\)](#)). Per diem (including actual lodging expense, meals and incidental expenses) is authorized for the 24-hour rest period. (See [FTR 301-11.20\(b\)](#) and [14 FAM 584.4](#))

It is the Agency's policy to provide a rest stop that considers airline schedules and is as close to 24 hours as possible. If the next available flight after an adequate rest period is

beyond the 24 hour maximum period, additional time may be allowed when the traveler is awaiting further transportation. If additional time is allowed, the Agency reimburses expenses for that rest stop location.

522.3.10 Premium Class Lounge In Lieu of Rest Stop

Effective Date: 05/22/2012

Travelers whose official travel meets specific criteria have the option to purchase, and be reimbursed for, a day pass for a premium class lounge. The day pass allows the traveler access to a premium class lounge for the intermediate point on the authorized itinerary. Travelers are responsible for requesting the approved overnight rest stop or the premium class lounge day pass from the Approving Authorizing Official, prior to travel. Travelers will be reimbursed on their travel voucher for the pass. USAID expects this option to result in cost savings for the Government and a more restful travel experience for employees. The criteria for the premium class lounge include:

- (1) The origin or destination point of travel is outside the continental United States;
- (2) The scheduled flight time, including layovers, exceeds 14 hours;
- (3) The traveler is required to report to work the day of his/her arrival;
- (4) Travel is by a direct or usually traveled route; and
- (5) Travel is by economy-class service (See [FTR 301-11.20\(a\)](#) and [14 FAM 584.4](#))

Travelers are encouraged to visit the airline Web sites listed below to view the terms and limitations for use of a premium class lounge before making a decision.

<http://www.delta.com>
<http://www.united.com>
<http://www.aa.com>
<http://www.usairways.com>
<http://www.continental.com>

Limitations:

- a. If the traveler selects the premium class lounge option, the traveler is no longer authorized an overnight rest stop and will be expected to continue travel to his/her destination on the next available flight.
- b. Under no circumstances will the traveler be authorized a funded overnight rest stop and be reimbursed for a day pass to a premium class lounge.
- c. If the traveler cost constructs or deviates from the authorized itinerary, the traveler loses eligibility for the overnight rest stop and will not be reimbursed for the cost of the premium class lounge day pass.

d. Travelers who are authorized premium class air travel may use the premium class lounge, if the service is offered free of charge by the airline, but are not authorized reimbursement separately for the cost of a day pass.

e. Travelers who do not qualify for a USG paid rest stop on their official travel itinerary may elect to purchase a day pass at their own expense or with frequent flyer miles.

522.3.11 Premium Class Air Travel

Effective Date: 01/10/2013

Employees who use commercial carriers for official business must use coach class airline accommodations. While there are limited exceptions to this rule, Approving Officials must be judicious when making a determination that premium class air accommodations are necessary. The use of premium class air accommodation may not be authorized strictly on the basis of position or rank. Premium class air accommodations are prohibited for training (student and instructor) and conferences. In addition, blanket travel authorizations are not permissible for premium class air travel.

When authorized based on exceptions outlined in **522.3.11.1**, premium class accommodations may be used when temporary duty will be performed in conjunction with entitlement travel. Premium class air travel may be permitted from the point of departure to the point of destination if official Agency business will be conducted. However, premium class may not be authorized for onward travel for the following purposes:

- Assignment travel,
- Home leave travel,
- Rest and recuperation (R&R) travel,
- Separate maintenance allowance travel,
- Education travel and educational allowance travel,
- Visitation travel,
- Emergency Visitation Travel (EVT), or
- Travel of children of separated parents.

Per the specific guidance below, premium class air accommodations should be authorized only in specific circumstances and when the Agency mission justifies significantly increased costs beyond the normal coach fare. Travelers who meet the

criteria for business class travel must, when appropriate, opt instead for a rest stop or premium class lounge pass in lieu of business class air travel (See **522.3.9** and **522.3.10**) Each request is reviewed on a case-by-case basis. When making these decisions, Approving Officials must use discretion in determining which option is in the best interest of the government and keep in mind the limited availability of funds. This includes both program funds and operating expense funds. A [Premium Class Travel \(Business Class\) Certification](#) form is required to justify the use of business class air accommodations.

522.3.11.1 Exceptions for Premium Class Air Travel

Effective Date: 05/22/2012

Travelers may, but are not automatically permitted to, use premium class air accommodations when an Approving Official specifically decides to allow the travel in accordance with one or more of the reasons below. All justifications for premium class travel must be attached to the TA in the E2 travel system.

a. TDY travel when the airline flight time exceeds 14 hours. Fourteen hours is calculated from the point of departure and includes scheduled stopovers for connecting flights. The traveler forgoes the available rest stop or premium class lounge day pass. Business class should only be chosen in the following circumstances:

1. The travel is over 14 hours measured by the shortest feasible routing including reasonable layovers;
2. Work schedules/demands do not allow for the traveler to depart earlier and take a rest stop;
3. A premium class lounge will not provide enough rest, comfort and working environment as compared to business class travel;
4. The traveler must report to work on the day of arrival;
5. The point of origin, final destination, or both must be outside the continental United States (OCONUS).

The travel authorization must include the statement: **“Premium class air travel is authorized for TDY travel in excess of 14 hours in lieu of a rest stop. The traveler is required to report for duty the day of arrival and cannot depart earlier to accommodate the rest stop.”**

TDY travel to a Critical Priority Country (CPC) may involve forced layovers or flight delays for security purposes, especially when connecting with a military transport. If the approving official authorizes premium class air travel in lieu of a rest stop, the Agency may still provide a rest stop or premium class lounge pass where scheduling/security circumstances allow for no alternative other than an overnight layover. This will be treated as a forced stop and is distinct from a rest stop.

b. Medical evacuation travel when the airline flight is in excess of 14 hours and the traveler forgoes the available rest stop. Premium class air travel is not authorized for medical evacuation unless the Department of State, Office of Medical Services (M/MED), in consultation with the Foreign Service medical provider, authorizes premium class air accommodations for medical reasons. In an exigent situation, M/MED may authorize premium class air accommodations without consulting with the Foreign Service medical provider. Travel over 14 hours that M/MED does not deem medically necessary for premium class air travel will be authorized as coach class with a rest stop.

c. Premium class air travel is necessary to reasonably accommodate a traveler's disability. "Disability" is defined as a physical or mental impairment that substantially limits one or more of a person's major life activities. Requests for premium class air travel based on a disability are treated as requests for reasonable accommodation pursuant to [ADS 110, Equal Employment Opportunity](#) and processed accordingly. Such TAs must be accompanied by a letter from the Disability Review Committee in the Office of Civil Rights and Diversity (OCD) as described in [ADS 110](#). The Disability Review Committee letter must not have expired.

The travel authorization must include a statement such as, "**Premium class air travel is authorized for medical reasons.**"

d. Premium class air travel is necessary to accommodate a traveler's special physical need. "Special physical need" includes physical conditions that do not rise to the level of a disability. Generally, such special physical needs are temporary and/or minor, and include conditions like a broken leg in a cast that would prevent the traveler from fitting in economy class. While the Agency has the authority to grant premium class air travel in such situations, it is not required under Federal law or statute. If an employee feels that a special physical need rises to the level of a disability, he/she may wish to seek a reasonable accommodation under section c above.

A request for premium class air travel based on a special physical need must be substantiated by a detailed written statement and certification (a doctor's note) provided by a competent medical authority that addresses the specific reason premium class air travel is necessary. The statement must be less than one year old and specifically state that premium class (business class) air travel is the only way to accommodate the special physical need. In rare circumstances when the special physical need is clearly visible and discernible, it may be possible to approve premium class air travel under this exception without a doctor's statement.

Any request for premium class air travel under this exception must be approved by the traveler's supervisor, with clearance from the Deputy Assistant Administrator (DAA) or Independent Office Director in Washington and the Mission Director in field missions. The following guidance is provided to supervisors to use in determining whether it is in the best interest of the Agency to approve premium class air travel:

- Consider all applicable Agency interests, including financial considerations;
- Consider whether the travel can be postponed to a time when the special physical need no longer exists (e.g., when the broken leg is healed);
- Consider whether another employee could accomplish the needed travel, thereby avoiding the need to expend additional Agency funds on premium class travel;
- Review the doctor's note to ensure that it: (1) specifically states that premium (or business) class travel is required to accommodate the traveler's special physical need; (2) applies to this specific travel because some doctor's notes suggest that premium class travel is only needed when the flight is longer than a certain number of hours; and (3) is less than one year old; and
- Contact GC/EA for further guidance if the traveler wants to be considered for this accommodation without a doctor's note or there are other concerns. GC/EA will provide guidance for the supervisor to make a decision, but does not "clear" the ultimate decision.

The TA must include a statement such as **"Premium class air travel is authorized for special physical need"** and cite the date of the medical statement. Due to privacy concerns, the general statement of approval must not contain specific medical information about the traveler and the medical statement must be retained by the supervisor. The traveler must also keep a copy of the statement with his/her travel documents.

e. Regularly scheduled flights between origin/destination points (including connecting points) that provide only premium class air travel accommodations.

A justification under this provision must describe the required routing and why no alternative coach class accommodation is available. Additionally, the traveler must certify the unavailability of coach class accommodations on the travel authorization.

f. Space is unavailable in coach class accommodations and the traveler must accomplish an urgent mission that cannot be postponed. A justification under this provision must describe the required routing and why no alternative coach class accommodation is available. The traveler must put in writing why the mission is urgent and cannot be postponed, and show that he/she made a good faith effort to obtain a reservation in coach class at the earliest practical time. The employee cannot unreasonably delay or postpone making travel plans and reservations in order to travel via premium class.

g. Security purposes make the use of premium class air travel accommodations essential to the successful performance of the Agency's mission. A justification under this provision must state why security concerns make premium class air travel accommodations essential. The Deputy Director, Office of

Security must clear this justification when the travel is funded by Washington or the Mission Director, in consultation with the Regional Security Officer (RSO), when the travel is funded by the Mission.

h. The use of premium class air travel accommodation results in an overall cost savings to the Government by avoiding additional subsistence costs (such as lodging and meals), overtime, or loss of productivity while awaiting coach-class accommodations. A written justification under this provision must contain a detailed analysis that demonstrates an overall cost savings. This document must be maintained in the supporting documentation. If the travel is arranged through E2, the document must be uploaded and attached to the E2 TA.

The traveler must certify on the travel authorization that the least costly coach class fare was used for the comparison. The traveler must compare premium class fares with the least costly coach fare, including, but not limited to, discounted coach contract fares and economy restricted fares.

The travel authorization must include a statement such as, **“The cost comparison between coach and premium class air accommodations was made using the least costly coach class fare available.”** The available traveler must also certify this statement on the travel voucher.

i. Transportation costs are paid by a non-Federal source. The policy on premium class air travel does not apply when transportation is provided in-kind by a non-Federal source in accordance with [41 CFR 304-1.2](#). See [ADS 633, Financial Management Aspects of Temporary Duty Travel \(TDY\)](#) for details on non-Federal funding sources for TDY travel. GC/EA must provide clearance for travel funded by a non-Federal source.

j. The traveler pays for the upgrade to premium class air travel. The policy on premium class air travel does not apply when the traveler pays for an upgrade at personal expense, uses a personal frequent flyer account for a class upgrade, or when an upgrade is provided as a promotional item with no cost to the Agency.

If a traveler elects to pay the difference between the premium class and coach class fares, he/she must certify on the travel authorization that the least costly coach class fare was used to calculate the difference.

Whenever possible, USAID purchases discounted contract fares for official travel. Therefore, to determine the difference between premium class and coach class fares (that is, the amount that a traveler will personally pay), a traveler must compare coach class discounted contract fares with premium class fares, except when discounted contract fares are not available or another type of fare (for example, economy restricted) is less expensive than the available discounted contract fare. This means that a traveler must compare premium class fares with the least costly type of coach class fare.

The travel authorization must include a statement such as, **“The traveler is paying for the difference between coach class and premium class. The difference was calculated using the least costly type of coach class fare.”** The traveler must certify this statement on the travel voucher.

The [Premium Class Travel \(Business Class\) Certification Form](#) must be used for all requests for business class air travel. The traveler must obtain the required signatures and/or the appropriate documentation and attach the form to their E2 TA.

522.3.11.2 Premium Class Air Travel Within the United States

Effective Date: 05/22/2012

Generally, U.S. carriers only offer first class and coach seats domestically. The U.S. Government, however, cannot directly book employees who are eligible for premium class into first-class accommodations. When premium class air accommodations are authorized and the airline places the individual in first-class seating at no additional cost, such seating is considered premium class air accommodations for the purpose of this policy.

522.3.11.3 Premium Class Air Travel for Invitational Travel

Effective Date: 05/22/2012

Invitational travel is authorized for non-Government employees at the U.S. Government's expense. Generally, invitational travelers must use coach class airline accommodations. An invitational traveler may use premium class air accommodations when an Approving Official specifically approves the travel in accordance with the exceptions noted in section **522.3.11.5**. For purposes of authorization, invitational travel and TDY travel are equivalent. The use of premium class air accommodations for invitational travel must be approved by M/MS/TTD and the respective DAA when the travel is funded by Washington or by the Mission Director when the travel is funded by the Mission. The use of premium class air accommodations for invitational travelers may not be authorized strictly on the basis of position, title, or accommodations the traveler considers normal and customary.

522.3.11.4 Coach-Class Seating Upgrades

Effective Date: 05/22/2012

The airlines may offer seating called “Coach Elite,” “Coach Plus,” “Preferred Coach,” or some other identifier for an additional fee or as part of a frequent flier program. Under these airline programs, a passenger may obtain a more desirable seat choice within the coach-class cabin. These coach upgrade options are not considered a new or higher class of accommodation since the seating is still in the coach cabin. However, the use of these upgraded/preferred coach seating options is generally a traveler's personal choice and; therefore, is at the traveler's personal expense. However, an agency travel authorization approving official or his/her designee (e.g., supervisor of the traveler) may authorize and reimburse the additional seat choice fee, in lieu of business class air accommodations, as a substantial cost savings to the Agency. In this regard, a rest

stop may be authorized, since the class is still coach class, if the traveler meets the criteria for a rest stop. (See **522.3.7**) If the approving official authorizes a coach-class seating upgrade the following language must be in the TA:

“Traveler is authorized economy plus seating in lieu of business class accommodations as a substantial cost savings to the Agency. Thus, a rest stop may also be authorized since the traveler meets the criteria for a rest stop.”

Nothing in this provision prohibits a traveler from paying for this upgrade at his/her own expense.

522.3.11.5 Approving Officials for Premium Class Air Travel

Effective Date: 05/22/2012

a. USAID Missions

- (1) Assistant Administrators**, or their designated representative, approve/disapprove premium class air travel for Mission Directors with their respective geographic bureau.
- (2) Mission Directors**, or their designated representatives, approve/disapprove premium class air travel for:
 - Deputy Mission Directors, Executive Officers (EXOs) and Controllers; and
 - Security concerns in consultation with the Regional Security Officer.
- (3) Supervisors** approve/disapprove premium class air travel for a special physical need with clearance from the Mission Director.
- (4) Office of Civil Rights and Diversity** approves premium class air travel to accommodate a traveler’s disability.
- (5) The EXO** authorized to approve travel authorizations or his/her designated representative approves all other premium class air travel.

b. USAID Washington

- (1) The Administrator, the Deputy Administrator**, or in their absence, their designee, approves/disapproves premium class air travel for all Washington personnel at the Assistant Administrator (AA) level and Heads of Independent Offices.
- (2) Respective AA’s** or their designated representative approves/disapproves premium class air travel for all Washington personnel at the Deputy Assistant Administrator (DAA) level.

- (3) **Supervisors** or their designated representative, with clearance from their respective DAA or Independent Office Director, approves/disapproves premium class air travel for all other Washington travelers whose travel is funded by Washington, except in those cases where premium class air travel is requested for reasonable accommodation for a disability, security concerns, or when accepting money from a non-Federal source.
- (4) **Mission Directors** or their designated representative approves/disapproves premium class air travel for all Washington travelers whose travel is funded by a Mission. The Mission Director's approval must accompany approved travel authorizations presented to M/MS/TTD.
- (5) **Deputy Director**, Office of Security approves premium class air travel required for security concerns.
- (6) **Director, Office of Disaster Assistance, Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA/OFDA)** may approve the most expeditious mode of transportation, including premium class air travel, in the event of a documented disaster declaration.
- (7) **Office of Civil Rights and Diversity** approves premium class air travel to accommodate a traveler's disability.

522.3.12 First-Class Air Accommodations

Effective Date: 05/22/2012

The Director, Office of Management Services, Bureau for Management and the Assistant Administrator for Management must approve exceptions to allow the use of first-class air accommodations. This authority must not be delegated elsewhere.

522.3.13 Baggage Allowances

Effective Date: 05/22/2012

See [14 FAM 568](#) for the policy directives and required procedures governing baggage allowances.

The following statement must be included in the TA:

"Traveler is authorized up to two checked bags, not to exceed airline weight allowance per bag. Charges levied by carriers on the first and/or second bag (within the airline weight limits) are allowable, excluding any charges levied as a result of excess weight. Receipts are required for any baggage payments."

522.3.14 Travel To and From the United States – Fly America Act

Effective Date: 05/22/2012

All Government-financed travel to and from the United States must comply with the Fly

America Act. (See [14 FAM 583](#).) In the event of a violation of the Fly America Act, the traveler may be held personally liable for the cost of the travel.

522.3.15 Travel Voucher

Effective Date: 05/22/2012

The traveler must submit a travel voucher within five business days of the completion of a trip or every 30 calendar days if the traveler is in continuous travel status. ([FTR 301-52.7](#)). Travel vouchers for TDY travel must be prepared in E2 Travel Solutions unless the individual or mission does not have internet access or the travel authorization was prepared outside of E2 because internet access was unavailable at the time. Vouchers prepared outside of E2 Travel Solutions must be submitted to the applicable payment office which is (1) the Office of the CFO, Cash Management and Payment Division (M/CFO/CMP) for Washington and (2) the individual USAID Cognizant Financial Management (FM) office for the particular employee's duty station or the responsible operating unit overseas. [ADS Chapter 633, Financial Management Aspects of Temporary Duty Travel](#) provides detailed policy directives on the preparation of travel vouchers. See section **522.3.17.1b** for Actual Expense rules.

522.3.16 Supporting Documentation

Effective Date: 05/22/2012

Supporting documentation must be maintained for any event or action, including travel, that impacts on or results in financial activity. Supporting documentation includes any source material causing or resulting in a financial transaction.

Travel related documentation includes, authorizing e-mails, medical certificates, manual Travel Authorization Request forms, as well as e-mails or other written correspondence establishing that one or more of the justifications discussed below, including business class air travel. If a manual (hardcopy) travel file is maintained, these documents should be printed and included. Documents may be scanned and uploaded into E2.

Retention must be accomplished by document type in accordance with [ADS 502, The USAID Records Management Program](#).

Additional guidance is available in [ADS 633, Financial Management Aspects of Temporary Duty Travel](#).

522.3.17 Per Diem Allowance

Effective Date: 05/22/2012

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses.

When employees are away from their duty station on official travel for the U.S. Government, a per diem allowance is generally prescribed to cover the costs of lodging,

meals, and incidental expenses (lodging plus M&IE). Generally, per diem is not allowed at an employee's permanent duty station (see e.g., [14 FAM 574.1](#)). In accordance with [AIDAR Appendix D, Part 4](#), USPSCs may be paid per diem in lieu of benefits and allowances. Uniform USAID/Department of State per diem policies are further detailed in [14 FAM 570](#). DoS and USAID policies also follow the Federal Travel Regulation (FTR).

For travel within the Continental United States (CONUS), the per diem rates are published by the [General Services Administration \(GSA\)](#). For travel in foreign localities, the per diem rates are published in the [Department of State Standardized Regulations \(DSSR\)](#).

The per diem allowance is separate from transportation expenses and other miscellaneous travel expenses cited in [FTR 301-11](#).

522.3.17.1 Per Diem Calculation Methods

Effective Date: 05/22/2012

As outlined in [14 FAM 570](#) and [ADS 633, Financial Management Aspects of Temporary Duty Travel](#), the Agency uses two different methods of calculating per diem. For all travel, per diems must be calculated using the lodgings-plus or Actual Expense per diem calculation method.

a. "Lodgings-Plus Per Diem" Method

For each day of TDY (including travel to and from TDY location), a traveler is entitled to receive the actual amount of his/her lodgings expense (up to the maximum established for the location) plus the standard allowance for meals and incidental expenses (M&IE) for the location. Lodging receipts are required.

b. "Actual Expense" or Actual Subsistence Expense Method

Per diem payment is calculated for authorized actual expenses incurred, up to the limit prescribed by the Agency. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

Authorization or approval for reimbursement of actual subsistence expenses is limited to a specific travel assignment when, because of the unusual circumstances of the assignment, the maximum locality per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of the traveler. In such cases, subsistence expenses are the same as those included in per diem as set forth in [14 FAM 570](#).

Authorization to travel on an actual subsistence expense basis is limited to those travel assignments where necessary subsistence costs are unusually high. Actual subsistence expense is not authorized where expenses may exceed the maximum locality per diem allowance by only a small amount. Generally, authorization to travel

on an actual subsistence expenses basis is limited to cases where the cost of lodging (exclusive of meals) absorbs all or practically all of the maximum locality per diem allowance and the traveler has no alternative but to incur such costs. Examples of some conditions warranting authorization or approval of actual expenses are:

- (1) The employee is attending a meeting, conference, or training session away from the official duty station where lodging and meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held) and the lodging costs incurred absorb all or practically all of the applicable maximum per diem allowance; or
- (2) The travel is to an area where the applicable maximum per diem allowance is generally adequate but subsistence costs have escalated for a short period of time during special functions or events such as international or national sports events, conventions, or natural disasters.

In the event of a travel assignment that includes both normal and unusual conditions, reimbursement of subsistence expenses on an actual expense basis is authorized (or approved) for only that portion of the travel where the unusual conditions prevail.

Authority to receive reimbursement of actual subsistence expenses must be included in the Travel Authorization (TA), or in an additional amendment. Actual subsistence expenses must be authorized in advance, except in instances where prior approval is not possible. In such cases, actual subsistence expense requests must be submitted to M/MS/TTD no later than 30 days after travel has been completed. Where actual expenses are less than the maximum authorized, only actual expenses are reimbursed. The amount authorized per calendar day for a specific travel assignment is stated on the TA.

Please see [ADS 633. Financial Management Aspects of Temporary Duty Travel \(TDY\)](#), for the policies and procedures regarding TDY-related travel reimbursements.

522.3.17.2 Reduced Per Diem

Effective Date: 05/22/2012

When an authorizing official determines in advance that lodging and/or meals can be lower than the per diem rate (in the U.S. and overseas), the per diem rate must be stated on the employee's travel authorization prior to their official travel. (See [FTR 301-11.200](#))

522.3.17.3 Per Diem At Your Permanent Duty Station

Effective Date: 05/22/2012

Travelers will not receive per diem if their temporary duty is within 50 miles of their duty station or residence unless travel conditions are so severe (inclement weather, national emergency) that returning to their residence would endanger their health and safety.

522.3.17.4 Day Rooms

Effective Date: 05/22/2012

Use of day rooms will only be authorized and reimbursed if a scheduled flight layover is 8 hours or more. When an Approving Official determines that an employee had no alternative but to retain lodgings at two locations, the employee may be reimbursed for actual subsistence expenses, in lieu of per diem, up to the maximum allowable amount. An employee may not be granted both a day room and premium class.

522.3.17.5 Two Day Rule on Per Diem Travel Reimbursement

Effective Date: 05/22/2012

Agency employees are entitled to a full weekend of per diem travel reimbursement when their official TDY travel requires them to travel or remain at their TDY location over a weekend (See [FTR 301-11.21](#)). In USAID practice, this is known as the “two-day rule.” For example, if a traveler takes an authorized travel break (with a flight longer than 14 hours) to spend a Saturday night, but there is no scheduled flight until a Monday, the traveler is not responsible for the additional night.

However, if a traveler chooses to interrupt official travel during a weekend for personal reasons, then he/she is only entitled to 24 hours of rest stop reimbursement. For example, if the traveler chooses to break up a trip of over 14 hours of flying time with a rest stop that falls on a weekend, then he/she may receive per diem and lodging for the Saturday. However, remaining on Sunday would constitute an interruption of travel for personal convenience, and the traveler would not receive a per diem for the extra weekend day. That day would be treated as a non-work day. If this extra day causes the employee to return on a regularly scheduled workday, the employee must use leave for that work day.

522.3.17.6 Miscellaneous Travel Expenses

Effective Date: 05/22/2012

Certain miscellaneous travel expenses, when actually incurred, can be itemized and reimbursed over the per diem allowance for lodging and meals and incidental expenses (M&IE). A full list of miscellaneous travel expenses can be found in [14 FAM 560](#), [ADS 633.3.6](#), and [FTR 301-12](#).

522.3.17.7 Extended TDYs and Per Diem Allowance

Effective Date: 08/23/2012

Occasionally, USAID employees are required to perform extended TDYs—often on short notice. When employees are placed in Government-furnished housing at the TDY location, the lodging portion of the per diem is terminated on the date the Government-furnished housing occupancy takes place unless the Mission providing the lodging has established a lodging rate which must be noted on the travel authorization.

If the Mission (or Embassy, in the absence of a USAID Mission) does not have an established policy on reductions in per diem for travelers occupying Government-furnished housing, travelers must comply with the following guidance:

- The traveler will receive the full meal allowance portion of per diem for the first 60 days.
- The traveler will receive 50 percent of the meal portion of per diem for the 61st day through 120 days.
- The traveler will receive 25 percent of the meal portion of per diem for the 121st day and succeeding days.

No reductions will be made in the incidentals portion of per diem, regardless of the length of time spent in Government-furnished housing.

522.3.18 Charter Services

Effective Date: 05/22/2012

The traveling employee who is engaged in official business within or outside the employee's duty station must provide a written justification to the Approving Official and the Chief, M/MS/TTD in USAID/W, or the Overseas Mission Director, before chartering, leasing, or hiring aircraft, boats, automobiles, or other conveyances, regardless of the type of funds used. This written justification must explain why the services are advantageous to the Government and must be approved by the authorizing official before the services are used.

When the contracting document is something other than an E2 TA, such as a purchase order, contract, or a charter or leasing agreement, a designated Contracting or Procurement Officer must authorize it.

a. For charter, lease, or hire of aircraft, the traveler must provide supporting documentation along with written justification. One or more of the following justifications must be included:

- (1) Travel is to remote or inaccessible locations not served by scheduled commercial air or surface transportation;
- (2) Use of scheduled commercial transportation would involve a delay that would cause critical harm to the successful accomplishment of the mission and such delay is certified by the traveler or the Mission, as appropriate, to have an adverse effect on the interests of the U.S. Government;
- (3) Travel by any other means would be unsafe; or
- (4) Use of scheduled commercial transportation would be more costly to USAID than charter transportation, taking into account such factors as

delays and the number of travelers.

b. One-time rental of conveyances must be authorized on a TA or purchase order. However, blanket TAs for more than one separate charter, lease, or hire will not be granted. In addition, every effort must be made to combine trips, including using combined passenger/cargo charters.

Except for an emergency, such as Office of U.S. Foreign Disaster Assistance (OFDA) activities lasting 30 days or less, long-term or repetitive charters, leases, or hires must be justified in accordance with the criteria outlined in this section and must be approved in advance by the appropriate Assistant Administrator (AA).

522.3.19 Use of a Privately Owned Vehicle (POV)

Effective Date: 05/22/2012

Travel by a Privately Owned Vehicle (POV) is authorized when the Approving Official determines travel will result in a cost savings to the Agency.

The U.S. General Services Administration (GSA) sets the mileage rates for the use of a POV in the United States. Mileage is payable to only one of two or more employees traveling together on the same trip in the same vehicle (See [FTR 310](#)).

If you plan to use a POV to perform TDY travel, or plan to accompany another employee authorized to perform TDY travel, you must place the following statement on the authorizing voucher:

"I certify that the travel was performed by a Privately Owned Vehicle and that (name of agency, name of employee(s)) accompanied me in the vehicle to and from official duty points."

Current mileage rates for TDY travel may be found in [FTR 301-10.303](#).

522.3.20 Taxicab Fare Reimbursement

Effective Date: 05/22/2012

Reimbursement for taxicab fares is allowed if authorized or approved as advantageous to USAID, pursuant to [FTR 301-10.420](#) and [FTR 301-10.421](#). However, if the most commonly used transportation is available for all or part of the distance, but the traveler elects to use a taxicab, the traveler must provide written justification on the travel voucher. Reimbursement for taxicab fares in these instances must not exceed the cost of the available common carrier. Receipts are required, regardless of the cost.

A taxicab must not be used for travel between office and home except as follows:

- a.** From your residence to your office on the day you depart the official station on official TDY that requires at least one night's lodging; or

- b.** From your office to your residence on the day you return to the official station from an official TDY assignment that required at least one night's lodging.

The use of a taxi between the office and residence must be approved by the Office Director.

Unless the Regional Security Officer (RSO) prohibits taxi use in the TDY location, taxis may be used for local transportation on official business when:

- a.** The value of the time saved by taking a taxi amounts to more than the difference between the bus fare and the taxi fare;
- b.** Bus or metro rail service is not available to the destination; or
- c.** Emergency conditions are present.

522.3.21 Rental Car

Effective Date: 05/22/2012

The use of a rental car may be authorized when a determination is made that a rental vehicle is advantageous to the Government. When authorized to use a rental vehicle, employees must consider renting from a vendor that participates in the Defense Travel Management Office (DTMO) U.S. Government Car Rental Agreement to obtain the benefits, including insurance and damage liability provisions, unless the travel is outside of the continental U.S. and no agreement is in place for the TDY location. Employees will not be reimbursed for the cost of a collision damage waiver or theft insurance for travel within the continental U.S. because the Government is a self-insurer and rental vehicles available under agreements with the Government include full coverage for damages resulting from an accident while performing official business.

The authorizing official must approve the use of a rental car. A justification memorandum must be attached to the TA and the remarks section of the TA must include the statement "Rental car justification memo attached."

If the employee elects to use a rented vehicle for personal convenience and use of the rental vehicle has not been specifically authorized, reimbursement for travel expenses will be the lesser of: (1) mileage, plus per diem and other expenses allowable on the authorized mode of transportation stated in the travel authorization; or (2) the constructive cost of the U.S. Government airfare on a direct route, plus per diem and other expenses. For any portion of the journey not connected by air service, reimbursement may not exceed the constructive cost of less than premium-class accommodations on a surface common carrier.

522.3.22 Travel Advances

Effective Date: 05/22/2012

Travelers must not receive travel advances, except under special circumstances which are approved on a case-by-case basis. Generally, USAID approves travel advances only for locations where the Government-Sponsored Travel Card (GSTC) is not accepted and cash or traveler's checks are required. (See [ADS 633.3.2](#))

522.3.23 Travel Funded by Non-Federal Sources

Effective Date: 05/22/2012

Below are the Agency's principal authorities for accepting gifts of travel expenses.

a. Acceptance by the Agency of travel for meetings and similar events.

The Agency may accept a gift of travel expenses for meetings and similar events under [31 U.S.C. 1353](#), [41 CFR Part 304-1](#), and [Federal Travel Regulations \(FTR\), Chapter 304](#). This is the Agency's principal authority for accepting gifts of travel expenses. The traveler must receive authorization from GC/EA to accept the gift prior to the commencement of travel. When using this authority, the traveler or traveler arranger must include in the remarks of the E2 TA the following:

Transportation and lodging are being provided in-kind by [insert name of sponsoring entity] and are accepted by USAID pursuant to 31 USC § 1353. Only in-kind payments to the traveler are authorized; the traveler will not accept any cash payments directly. The traveler affirms that his/her duties do not affect the interests of [insert name of sponsoring entity]. GC/EA has conducted a conflict of interest analysis under the applicable rules, and found that a conflict of interest does not exist. Upon return, the traveler will submit a SF-326 form to GC/EA or the Regional Legal Advisor.

If the outside sponsoring entity wishes to make a cash payment, the payment must be made to the Agency, not to the employee. In USAID/W, the payment is made to M/CFO/CAR in accordance with [ADS 633.3.10](#).

b. Acceptance by the Agency of other travel under Agency gift authorities. The Agency may accept a gift of travel expenses for purposes other than that covered under **522.3.24**, for example, "in-country" travel to project sites. This would be done under the Agency's general gift authorities, [FTR Chapter 304](#) and [Section 635\(d\) of the FAA](#).

c. Acceptance by an employee of travel from foreign governments and public organizations. An employee may accept a gift of travel expenses from a foreign government or a public international organization for travel taking place entirely outside the United States, in accordance with the Gifts and Decorations from Foreign Governments regulations in [22 CFR 3.3](#) and [FTR Chapter 304](#).

d. Acceptance by an employee of travel for training and meetings, from tax-exempt organizations. An Approving Official may authorize an employee to

accept travel expenses for training and meetings, from tax-exempt organizations under the provisions of [5 U.S.C. 4111](#), [5 CFR 410.501-503](#), and [FTR Chapter 304](#).

e. Funding: The traveler's B/IO or Mission must obligate its own funds for the costs of the travel, minus any in-kind payments provided directly to the traveler, even though the Agency will be reimbursed by the outside funding source for the travel. The Office of the Chief Financial Officer will credit the Operating Expense account or other account that funded the travel as a reimbursement. The B/IO or Mission funding the travel must request that Bureau for Management, Office for Management Policy, Budget and Performance (M/MPBP) distribute the funds collected to the operating unit that obligated the travel cost. (See also [633.3.10](#).)

f. Solicitation prohibited: An employee may not solicit the payment of travel expenses from non-Federal sources.

g. In-kind and monetary payments: A USAID employee may only accept "in-kind" payments, for example, an airline ticket, meal, or hotel room. Monetary payments must be in the form of a check or similar instrument payable to the Agency. Any such payment received by an employee is accepted on behalf of the Agency. The employee must submit the payment to the Office of the Chief Financial Officer as soon as possible.

522.3.24 Local Travel in USAID/W

Effective Date: 05/22/2012

The traveler may be reimbursed for money expended for official travel while in the local vicinity duty station. USAID/W local travel performed in conjunction with TDY travel must be in accordance with [FTR 301-10.190](#). Local travel expenses for multiple days can be accumulated and submitted together to defray the cost of vouchering for each trip individually. Local transportation modes should generally be used in the following order:

- a.** Bus furnished by a government agency (use of government bus service to commute is not permitted);
- b.** Public bus service or metro rail/trolley service;
- c.** Taxi;
- d.** Privately Owned Vehicle;
- e.** Rental Car (Must provide justification).

Division Chiefs and Approving Officials are authorized to approve claims for all bus, metro rail/trolley service, and taxi travel, except for trips involving travel by employees

between their home and office while on officially ordered overtime. This exception requires approval by a Division Chief or a higher level Approving.

The use of a Privately Owned Vehicle must be approved by a Division Chief or a higher level Approving Official. Other allowable costs are parking fees, ferry fares, and bridge, road, and tunnel tolls.

To claim reimbursement of bus, metro rail/trolley service, or taxi fares and mileage allowance for a Privately Owned Vehicle, submit a completed [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#), to the Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP).

The Approving Official determines the justification for reimbursement and authorizes the expenditure. The Approving Official must sign and date in the space provided on the [SF-1164](#). When the claimant is the Approving Official (Branch Chief or higher), the Approving Official should be the claimant's immediate supervisor.

522.3.25 E2 User Requests

Effective Date: 05/22/2012

Before a traveler can gain access to E2 Solutions, he/she must complete an E2 training course. After the training course has been completed, the traveler must fill out a completed AID form [522-6, E2 User Application](#). The traveler must e-mail the form to the E2 Help Desk at E2_Helpdesk@usaid.gov.

The traveler will receive notification from the E2 Help Desk System Administrators informing him/her that a profile has been set up in E2 Solutions. The System Administrators will provide the traveler with a log in and a temporary password. Multiple User I.D.'s are prohibited when using E2. Only one user I.D. per person is allowed in the E2 system.

522.3.26 Travel of Contract and Grantee/Recipient Personnel

Effective Date: 05/22/2012

USAID-financed international travel by contract and grantee/recipient personnel is subject to the terms and conditions of the applicable agreement with USAID. For USAID direct contracts, the policies are established in [AIDAR 752.7002](#). (Also see [48 CFR 752.7002](#).) For host country contracts, the requirements are established in [ADS 305, Host Country Contracting](#). (For grants and cooperative agreements, the policies are established in the standard provision on "Air Travel and Transportation" and the applicable OMB cost principles (see [ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations](#)).

522.4 MANDATORY REFERENCES

522.4.1 External Mandatory References

Effective Date: 05/22/2012

- a. [5 CFR 410.501-503](#)
- b. [22 CFR 3.3](#)
- c. [22 CFR 51.3, Passports](#)
- d. [41 CFR 304-1](#)
- e. [48 CFR 752.7002](#)
- f. [Department of State Standardized Regulations \(DSSR\)](#)
- g. [7 FAM 1300](#)
- h. [14 FAM 500](#)
- i. [Federal Travel Regulation \(FTR\), Part 301-10; 301-11; 301-12; 301-52.7; 304](#)
- j. [Foreign Assistance Act of 1961, as amended](#)
- k. [Foreign Service Act of 1980, as amended](#)
- l. [5 U.S.C. 4111](#)
- m. [5 U.S.C. 5701-5709](#)
- n. [8 U.S.C. 1185](#)
- o. [31 U.S.C. 1353, as amended 1989 \(The Ethics Reform Act\)](#)

522.4.2 Internal Mandatory References

Effective Date: 05/22/2012

- a. [Action Memo Requesting First-Class Travel Accommodations](#)
- b. [ADS 252, Visa Compliance for Exchange Visitors](#)
- c. [ADS 253, Training for Development](#)
- d. [ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations](#)

Text highlighted in yellow indicates that the material is new or substantively revised.

- e. [ADS 502, The USAID Records Management Program](#)
- f. [ADS 633, Financial Management Aspects of Temporary Duty Travel](#)
- g. [AIDAR 752.7002](#)
- h. [Consultation](#)

522.4.3 Mandatory Forms

Effective Date: 09/27/2012

- a. [AID 5-255, Diplomatic or Official Passport Request](#)
- b. [AID 522-3, Justification for Use of Foreign-Flag Air Carrier or Vessel](#)
- c. [AID 522-4, Use of Non-Contract Air Carriers](#)
- d. [AID 522-6, E2 User Application Form](#)
- e. [Business Class Justification Certification Form](#)
- f. [DS-11, Application for U.S. Passport or Registration](#)
- g. [DS-19, U.S. Passport Amendment/Validation Application](#)
- h. [DS-64, Statement Regarding Lost or Stolen Passport](#)
- i. [SF-1038, Advance of Funds Application and Account](#)
- j. [DS-82, Application for U.S. Passport by Mail](#)
- k. [SF-1164, Claim for Reimbursement for Expenditures on Official Business](#)
- l. [Request for Actual Subsistence Expense After Travel Has Been Completed](#)
- m. [Request for Actual Subsistence Expense Before Travel Has Been Completed](#)
- n. [Request for Travel Authorization](#)
- o. [DS-5524, U.S. Government Personnel Services Contractors Only - Questionnaire to Determine Eligibility for a Diplomatic/Official U.S. Passport](#)

522.5 ADDITIONAL HELP

Effective Date: 05/22/2012

There are no additional help documents for this chapter.

522.6 DEFINITIONS

Effective Date: 05/22/2012

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

E2 Travel System

E2 Solutions is a Web-travel authorization (TA) and travel voucher application designed to provide significant cost savings benefits to the Agency through a unified, simplified service that delivers a cost-effective Government-wide travel service. (Chapter 522)

indirect route

The portion of any journey that deviates from a usually traveled route. (Chapter 522)

indirect travel

Personal travel done on a cost-constructive basis against official (i.e., direct) travel. Indirect travel is subject to the provisions of [14 FAM 546](#) and [14 FAM 585.2](#) as well as other Department travel regulations and policies. (Chapter 522)

Invitational travel

Authorized travel by individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in Government service as consultants or experts and paid on a daily when-actually-employed basis and by individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY. Participant Training travel is not considered invitational travel. (Chapters 522, [523](#), [524](#))

layover

The period of time between connecting flights during travel. Per diem including lodging may be authorized for layovers that encompass any hours of darkness during which it could normally be expected that the traveler would need to sleep between flights. Per diem including lodging may be authorized for extended daytime layo in circumstances during which it could normally be expected that the traveler would need bed-rest; for example, travelers with special needs or families with infants. (Chapter 522)

official duty station

The official duty station of an employee is the location of the employee's permanent work assignment. The geographic limits of the official station are:

1. The corporate limits of the city or town where stationed; or

2. If not in an incorporated city or town, the reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the employee is stationed. (Chapter 522)

post of duty

The duty station to which an employee is officially assigned. (Chapter 522)

privately owned motor vehicle

For USAID: A privately owned motor vehicle is a motor vehicle owned by the employee or a member of the employee's family who is authorized to travel to post, of a type used for private conveyance of passengers by land. (Chapter 522)

proceed on or about

The date indicated on the travel authorization that the official travel is expected to begin. Official travel may begin as many as seven (7) days before or seven (7) days after the indicated proceed-to-travel date, but the length of the official travel shall not exceed the total number of days of the temporary duty. (Chapter 522)

temporary change of station (TCS)

The relocation to a new official work site for a temporary period while performing a long-term assignment, and subsequent return to the previous official work site upon completion of that assignment. (Chapter 522)

temporary duty (TDY) location

An official work site, away from an employee's official duty station, where the employee is authorized to travel and perform official duties for a temporary period of time. (Chapter 522)

Temporary Duty (TDY) Travel

Official travel at least 50 miles from both an employee's home and duty station for a period exceeding 12 hours. (Chapter 522)

travel authorization (orders)

Written permission for an employee to travel away from his or her official duty station on official business. (Chapter 522)

travel voucher

A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel. (Chapter 522)

Travel Management Center (TMC)

A Travel Management Center is a commercial travel agent under joint contract with the General Services Administration (GSA), Department of State, and other Foreign Affairs agencies. (Chapter 522)

United States

The several States, the District of Columbia, and the States and areas defined under the term “Non-Foreign Area.” (Chapter 522)

usually traveled route

One or more routes which are essentially the same in travel time and cost to the Government. Selection of usually traveled routes will depend on the authorized mode or combination of modes, and is subject to the provisions of [14 FAM sections 134 and 135](#) restricting use of foreign carriers. (Chapters 522, [523](#), [524](#), and [525](#))

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